

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**



KAFB HANDBOOK 16-101

1 JANUARY 1999

Operations Support

**INTERNATIONAL MILITARY STUDENT
GUIDE**

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This guide implements Air Force Policy Directive 16-1, International Affairs and assists students training under the Security Assistance Training Program at Kirtland Air Force Base. It contains information on training, student responsibilities, and base support.

1. International Military Student Office (IMSO). The IMSO is located in the Headquarters Safety Center, building 24499, room 147. Hours of operation are from 0715 to 1600 Monday through Friday. The IMSO is responsible for coordinating base support, providing administrative support, planning and coordinating visits and special activities and requirements. You can reach the IMSO at DSN 246-9812 or commercial (505) 846-9812. If you need assistance at other times, please contact the Command Post (505) 846-3777 or base operator (505) 846-0011, who will relay your call to the IMSO.

2. Location/Climate. Kirtland AFB is located in Bernalillo County in the southeast quadrant of Albuquerque, New Mexico, next to the Albuquerque International Airport. The climate is mild to cold in the winter months with some snow, mostly in the mountains. Winter skies are usually bright and clear. Winter temperatures range from 23-47 degrees (F). Summer time is hot and dry with thunderstorms in July and August. Summer temperatures range from 65-95 degrees (F). The Albuquerque area has abundant shopping facilities including three indoor malls. Recreation, such as skiing, hiking, and fishing, is readily available. Both mountains and deserts are within easy access.

3. Arrival. When traveling by air, you will arrive at Albuquerque International Airport, just 4 miles from Kirtland AFB. If you notify the IMSO of your arrival, the base will provide military transportation from the Albuquerque International Airport. Commercial ground transportation, at traveler's expense, is also available from the airport to Kirtland.

4. Kirtland AFB Mission. The 377th Air Base Wing (377 ABW), Air Force Materiel Command (AFMC) is your host. The Wing's primary mission is to support Kirtland's more than 150 associate organizations. The 377 ABW furnishes resources, talent, equipment, and facilities to support these varied and complex units. The support includes supply, pay, medical care, housing, civil engineering, fire protection, administrative support, personnel services, legal assistance, transportation, security, and law enforcement. Fire protection includes crash and rescue support for the base and adjacent Albuquerque International Airport. The Wing has significant mobility requirements in various critical specialties. Wing personnel are ready to respond to any contingency anywhere in the world.

5. Quarters. The lodging office (called the Kirtland Inn) is located in building 22016. On-base lodging, located approximately 1 mile from the classrooms, is reserved in the Visiting Officer Quarters (VOQ) for most international trainees. Occupants are required to pay the lodging fee every 2 weeks. The single rooms have a private bath. Housekeeping services are provided; however, individual occupants are responsible for maintaining general orderliness of their quarters. Rooms are equipped with smoke alarms that send an alarm signal directly to the fire department. Except for microwave use, cooking is not permitted in your room.

6. Family Housing. No on-base family quarters are available if you bring additional family members. If available, you may stay in temporary family living quarters for a few days while you search for off-base housing. These quarters are designed for a maximum of five people. We can not guarantee rooms, nor can we make advance reservations for you. Families should plan to arrive several days early to look for apartments, which are difficult to find. Individuals are responsible for paying all rental fees and utility bills. When you move into your off-base quarters, you will normally be required to pay a deposit on both the apartment and utilities. We recommend the IMSO or your sponsor assist you when you sign your lease. A lease is a legal contract and you are obligated to honor it. There are furniture rental agencies in the area where you may rent furniture on a monthly basis.

7. Child Development Center. The center is located in building 20160, telephone 846-1103. You may enroll children 6 weeks to 5 years old with a current immunization record. If a current immunization record is unavailable, you must make an appointment with a pediatrician at the clinic, 846-3200. Child care is available (before and after school) and is open 10 hours a day. Pre-school child care is available 2 or 3 days a week. There is also a youth program that offers instructional paid programs, such as piano, karate, and gymnastics, for children 6 to 18 years old.

8. Mail. The Postal Service Center (PSC) is in building 20204. Postal regulations limit the size, weight, and content of packages. For instance, it is illegal to import liquor, plants, or meat products by mail. If you have questions about postal regulations, ask at any post office. Please use the following as your mailing address:

(Rank and Name)

PSC EAST UNIT 4030

2050 Second Street SE

Kirtland AFB NM 87117-5566

9. Automobiles.

9.1. Purchasing. No one is permitted to purchase an automobile without a statement on the Invitational Travel Order (ITO) that authorizes such a purchase. If your ITO does not contain this statement and you want to purchase an automobile, you must request authorization from a representative who prepared your ITO. If you plan to purchase an automobile while at Kirtland AFB, the IMSO can provide assistance and advice. It may be a good idea to ask your sponsor or a reputable mechanic before you buy the car. The final decision, however, is yours. Once you have purchased an automobile, it will be practically impossible to get your money back unless you can prove the sale was fraudulent.

9.2. Insurance. If you buy an automobile, you are required by the State of New Mexico to carry public liability and property damage insurance. This protects you, the owner, from a lawsuit in the event that you are involved in an automobile accident. This minimum amount covers only the other vehicle; it does not protect your automobile. If you want additional coverage to protect your automobile in case of an accident, theft, or fire, you should get complete insurance coverage at an additional cost. You must carry the verification of insurance document in your automobile at all times.

9.3. Driver's License and Registration. A temporary pass to drive your automobile on base will be issued after verification of automobile registration, proper insurance, and a valid driver's license. Although an international driver's license is acceptable, a United States driver's license will reduce insurance costs. To obtain a driver's license or to register your vehicle, you must visit the State of New Mexico Motor Vehicle Division (MVD). You can obtain directions from the IMSO. Prior to registering your vehicle with the MVD, you must take your vehicle to any emissions inspection station and pay for an emissions check.

10. Driving Rules, Automobile Accidents, and Driving Violations:

10.1. Driving Rules. We recommend that you study a State of New Mexico Driver's Handbook. While driving on base, the following apply:

10.1.1. Speed limit for entering the gate is 15 mph and in parking lots it is 10 mph. Speed limit on base streets is 25 mph or as posted.

10.1.2. When entering the gate during hours of darkness, you must use parking lights.

10.1.3. Gate guards may ask you for identification (ID). If stopped, please be courteous and show your ID card.

10.1.4. Yield to emergency vehicles (pull to right side of roadway). Yield to opposite traffic when making left turns and to pedestrians crossing streets.

10.1.5. Passing at intersections is prohibited.

10.1.6. On base, "U" turns are prohibited.

10.1.7. Parking in reserved spaces, on the grass, and double parking are prohibited.

10.1.8. Observe all traffic signs.

10.2. Automobile Accidents. The best rule to remember is to drive defensively; that is, always drive as though you expect the other person to make a mistake at any moment. If you are involved in an accident, do not leave the scene until police arrive. Do not make statements admitting guilt. You should exchange the following information with the other driver:

10.2.1. Name, address, and telephone number of driver

10.2.2. Name and address of automobile owner (if driven by someone else)

10.2.3. Driver's license number, auto license number, and insurance company.

10.3. Drunk Driving. Driving under the influence of an alcoholic beverage is a serious violation. You could lose your driver's license, be fined up to \$1,000.00, spend time in jail, pay attorney fees, and incur increased insurance premiums. It is a violation to have open liquor or beer containers in your vehicle; you can be arrested.

10.4. Traffic Violations. If you receive a citation (ticket) for any violation, on or off base, do not argue with the police officer. Instead, be courteous, accept the citation, and then bring it to the IMSO. The IMSO will give you advice about the proper course of action. It is important to understand that military personnel, regardless of rank, have no special privileges with the police, judges, or insurance companies. If you violate a law or have an accident, you will be treated the same as a civilian. Therefore, know and obey traffic regulations and drive safely.

11. Shopping and Shoplifting. When shopping in American stores, there are certain rules that you must follow. When trying on an article of clothing you decide to wear, remember to pay for it before leaving the store. Do not put merchandise in your pockets until you pay for it. Get a sales receipt when paying and keep it with the item if you go into another store. When returning merchandise for refund, have the receipt as proof of purchase. Failure to follow these procedures may cause you to be charged with "shoplifting." Shoplifting is taking merchandise from a commercial store, base exchange (BX), or commissary without paying for it. This is a serious offense in the United States. The stores have trained personnel (dressed in civilian attire) who are actually security guards assigned to watch customers. The stores are also monitored by video cameras. Penalties are very severe, not to mention the personal embarrassment. Keep a careful eye on your children; as their guardian, you are responsible for their actions. Please brief your dependents.

12. Medical Care. The 377th Medical Group (Kirtland AFB Hospital), building VA-41, is located at 2100 Ridgecrest Drive SE. Treatment is available at the Primary Care Clinic, telephone 846-3217, from 0700-1900. You will be seen by a doctor on duty. You can call 846-3730 for ambulance service. Be prepared to give the following information: name, rank, location, and description of the problem. Military ambulances do not provide service to members residing off base. If you have an emergency on/off base, dial 911 for assistance. Flying personnel should report to the Flight Surgeon's Office during normal duty hours for routine medical problems. Military sick call is from 0900-1900, Monday through Friday, 0700-1900 on weekends. Appointments for dependents are made by calling 846-3200. Before dependents can be treated, present DD Form 1173, *Uniformed Services Identification and Privilege Card* (ID card), and Invitational Travel Order (ITO) which indicates who must pay for the medical services. If you require dental care, call the Dental Clinic at 846-3027. They will also require a copy of your ITO.

13. Hospitals Located Off Base.

13.1. Lovelace Medical Center, 5400 Gibson Blvd SE, 262-7000

13.2. Presbyterian Health Care, 5550 Wyoming NE, 841-1234

13.3. St. Joseph Medical Center, 601 Dr. Martin Luther King, Jr., NE, 727-8000

13.4. University of New Mexico, 2211 Lomas NE, 272-2411

14. Banking. There are two credit unions on Kirtland AFB: Kirtland Federal Credit Union and Sandia Area Credit Union. Branch offices are located on and off base. There is also one bank, Norwest Bank, located in the Base Exchange.

15. Sponsors. International military trainees will have an opportunity to meet American families and learn about western customs and hospitality. Those who are at Kirtland AFB for several months will be assigned sponsors who will help solve some of the inevitable problems faced by all new arrivals. Sponsors are normally either USAF counterparts or civilian volunteers who will participate in the Informational Program (IP) activities and other social functions. Although they have volunteered to help, a sponsor's primary duties come first, and they may not be available at all times.

16. Informational Program. One of the interesting aspects of your stay at Kirtland AFB will be participating in the Informational Program. Sponsored with Air Force Security Assistance program funds, IP activities are planned to show various aspects of American life for a better understanding of our country. The IMSO will make arrangements for international military trainees to visit local industries and other places of interest.

17. Your Training Responsibilities. Your government has sent you to the United States to learn as much as possible. We will try to make your stay at Kirtland AFB comfortable and problem-free, but actual study and course attendance are your responsibilities. You must attend classes or inform the IMSO if unable to attend due to illness or emergency. You must allow adequate time for class preparation. Normally, a senior ranking officer will be chosen as senior class leader and, as such, will assist the IMSO in maintaining proper academic discipline. Uniforms will be worn to class. Flight suits or old clothing will be worn at the lab for the accident investigation phase.

18. Military Air. International military students are not authorized to travel on US military aircraft except as required for training. Training at Kirtland AFB does not qualify you for space-available travel. You must have special conditions authorization from your embassy, reflected in the ITO, authorizing participation in hazardous duty training.

19. Emergency Help. You will be issued a KAFB Form 303, **Emergency Notification Card** which lists important telephone contacts. If a serious problem arises on or off base, you can use the card to call for help. Remember that international trainees **DO NOT** have diplomatic immunity and can be arrested or detained by civilian police. If confronted by the police, cooperate with them, identify yourself, and have the IMSO notified. Report all incidents to the IMSO, even if not held by the authorities. Follow-up action may be necessary.

20. Travel Orders. Before departing Kirtland AFB, the IMSO must publish an amendment or endorsement, if applicable, to your Invitational Travel Order. Assignment data are taken from the Project Record, updated twice a month by an IMS computer at Air Force Security Assistance Training, Randolph AFB TX. Normally, assignments will not be changed once specific bases are indicated in the Project Record. If follow-on training is not specified in your ITO, you will return to your homeland upon graduation from Kirtland AFB.

21. Departure. The IMSO will make reservations with SATO, Randolph AFB TX for the International Military Education and Training (IMET) students to travel to their next training assignment. Clear all

base facilities before departing. You must pay final telephone bills and lodging charges. Give a forwarding address to the US Post Office and to business and utility companies. Pickup medical records from the clinic and hand carry to the next base. Those returning directly to their homeland must relinquish their ID card to the IMSO before leaving the base. The Invitational Travel Order may be used for identification in place of the ID card. The IMSO will provide IMET students with the airline tickets and reservations. Please advise the IMSO immediately if any problems or accidents occur enroute, telephone our office or contact the nearest military base to obtain assistance. The IMSO will provide a questionnaire at the departure briefing, and you should complete and return to the IMSO prior to departure. This critique is designed to improve base support and informational activities for follow-on classes. We are proud of our many international friends and want to do everything we can to make sure your stay is both educational and enjoyable.

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